

APPROVED

**BOARD OF DENTISTRY
MINUTES OF EXECUTIVE COMMITTEE**

Friday, April 6, 2007

**Department of Health Professions
6603 West Broad Street, 5th Floor
Richmond, Virginia 23230-1712
Conference Room 1**

CALL TO ORDER: The meeting was called to order at 9:00 a.m.

PRESIDING: Paul N. Zimmet, D.D.S., Chair

MEMBERS PRESENT: James D. Watkins, D.D.S.
Meera A. Gokli, D.D.S.

MEMBER ABSENT: Edward P. Snyder, D.D.S.

STAFF PRESENT: Sandra Reen, Executive Director
Catherine Chappell, Administrative Staff Assistant

QUORUM: With three members present, a quorum was established.

PUBLIC COMMENT: None

APPROVAL OF MINUTES: Dr. Zimmet asked if the Committee members had reviewed the minutes from the June 9, 2006 meeting. Dr. Watkins moved to approve the minutes of the June 9, 2006 meeting as written. The motion was seconded and passed.

2008 – 2010 BUDGET: Ms. Reen reviewed the timeline and budget materials she received for development of the 2008 – 2010 and explained that her work was only on the direct expenditures of the Board. She said that the purpose of this meeting was to assure that the Committee, on behalf of the Board, would have the opportunity to address the budget she plans to submit on April 23rd. She then reviewed the three forms used for budget development:
Form A:
Ms. Reen noted that she had included funding for two wage positions and, based on the guidance that the total request for contractual services could be exactly that expended in 2006, her submission would use the amounts for each line item as was expended in FY 2006. She stated that her review did not indicate that any significant changes were needed. The Committee discussed the per diem and travel

allocations in particular and reviewed the year date expenditures for FY07 and agreed with the submission of Form A. In response to discussion, Ms. Reen indicated that projections for allocated costs for Enforcement, APD, Finance and other shared functions would be added by Finance after this phase in the process. Dr. Gokli agreed to suggest at the next Board of Health Professions meeting that the agency consider providing the individual boards with at least preliminary information on shared costs at this development stage to aid in further understanding their respective budgets. Dr. Gokli added she would also be asking the Board of Health Professions to consider a processing fee for disciplinary proceedings.

Form B: Ms. Reen advised that Form B was to be used for new equipment, services, and activities in the area of contractual services above the fiscal year 2006 expenditures. Dr. Gokli suggested that the Board consider the purchase of x-ray duplicating equipment and/or a scanner to allow for in-house reproduction of x-rays associated with disciplinary cases. Ms. Reen advised that she would contact Enforcement to ascertain if such an expense was included in their budget, and, if not, she would pursue the requested expenditure. Dr. Gokli advised that she would provide information on the duplicating equipment used in her office for Ms. Reen's reference. The Committee agreed that equipment to duplicate x-rays should be included in the budget.

Form C: Ms. Reen commented that a separate Form C was to be completed for each request for a new position. She presented her requests for three new classified positions as follows:

- A full time Disciplinary Case Manager to assist with reviewing and processing disciplinary cases. She said it is needed to address the current backlog of cases and to keep another backlog from occurring. The Case Manager would primarily address "C" and "D" level cases, thus allowing the Deputy Executive Director to focus on "A" and "B" level cases. Ms. Reen referenced the associated chart which shows the growing number of open cases over the last several years as the justification for the full-time

position. She noted that in light of the Governor's objectives and the increase of cases, teams had been formed within the Agency to review the disciplinary process and suggested that any Board member input would be helpful in this regard. The Committee agreed that the disciplinary process should be revisited and analyzed.

- Licensing Operations Manager to oversee the licensing and renewal process. The position is requested due to growth in the number of dental and dental hygiene applications and the expansion of licensing options for dentists which has increased the complexity of the review and decision making processes.
- Administrative and Office Specialist III to provide administrative support to the Deputy Executive Director, Case Manager, and Disciplinary Operations Manager. Ms. Reen advised that the position is needed to have a team of staff dedicated exclusively to disciplinary operations noting that it is critical to provide support in order to meet performance standards.

Ms. Reen indicated that she would address the equipment for duplicating x-rays and submit the budget proposal for consideration by the Agency director by April 23, 2007. Dr. Gokli moved to support the budget proposals as discussed. The motion was seconded and carried.

ADJOURNMENT

With all business concluded, the Committee adjourned at 10:20 a.m.

Paul N. Zimmet, D.D.S., Chair

Sandra K. Reen, Executive Director

Date

Date